

582510/29/01

Revised

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE: LIBRARY TECHNICIAN**

**DEFINITION**

Under general supervision, to perform a wide variety of complex, technical, and advanced clerical library support duties; to participate in the operation of a library branch, or specialized subject area; and to perform other related duties as required.

**REPORTS TO:** Varies

**DISTINGUISHING CHARACTERISTICS**

Positions assigned to the class of Library Technician are distinguished from other library classes in that the incumbents are expected to perform, in a training capacity, a variety of complex clerical and technical duties associated with electronic information sources. These include the knowledge and ability to provide training and work direction to lesser skilled staff, assisting customers in the use of library services, explaining library policies and procedures to customers, and resolving problems and complaints. Incumbents must exercise a specialized working knowledge of library functions, services, terminology and automated equipment. Incumbents may also serve as a supervisor of the circulation desk in a mid-sized branch.

**SUPERVISION RECEIVED AND EXERCISED**

Receives close to general supervision from professional library staff. May exercise functional and technical supervision over assigned Library Assistants, Library Pages, or volunteers.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Supervise the day-to-day functions of electronic information sources; assist in a specialized subject area, or in centralized support activities such as acquisitions, circulation, interlibrary loans, documents, cataloging, classification, and on-line catalog maintenance.
- Schedule, train, review, and correct the work of others, primarily Library Assistants and/or Library Pages, as assigned.
- Process inter-branch and inter-library loans; review system book requests to determine alternative sources; receive and process reserve requests; search owned materials; request reference assistance from Central Library as needed.
- Assist professional staff by searching for bibliographic information; using bibliographic utilities, search for catalog records to match material; after reviewing by a librarian, complete cataloging process.
- Place orders for materials with vendors and publishers; receive shipments; confirm orders and receipts against packing slips; forward invoices for payment; maintain records of fund encumbrances and expenditures.
- Assist in collection maintenance by searching for information concerning additions, replacements, and withdrawals; perform other inventory maintenance tasks as needed.
- Conduct a variety of instructional classes in library technology use.
- Assist in the preparation of reading lists and bibliographies; prepare bulletin board displays.

- Serve at the reference desk and respond to routine technical reference and information questions; refer more difficult or complex questions to appropriate library staff.
- Supervise and assist in the registration of new customers; explain and enforce library policies and procedures; assist customers in selecting and in making effective use of library materials; instruct customers in the use of the library and availability of materials.
- Complete, or supervise completion of, a variety of complex clerical duties.
- Maintain various files and records; prepare reports on circulation, registration, book stock, and collection of fines; compile statistics and data; tally daily cash receipts and prepare cash reports.
- Serve as supervisor “in charge” of branch daily operations in the absence of supervision, as assigned; open and close branch libraries as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Computer equipment and electronic information sources.
- Modern office methods, procedures, and equipment.
- English usage, spelling, grammar, and punctuation.
- Basic mathematics.
- General principles and practices of public library services and programs.
- Library terminology and standard library practices, techniques, and record keeping methods.
- Principles of supervision, training, and performance evaluation.
- Basic reference methods, techniques, and sources used in library work.
- Basic methods, practices, and techniques used in library classification, acquisition, and cataloging.
- Types and uses of books in the collection; book selection tools and reference materials.

### **Ability to:**

- Organize work; schedule, supervise, train, and evaluate assigned staff.
- Perform moderately difficult diagnostic and troubleshooting work with electronic information sources.
- Carry out oral and written instructions.
- Operate office machines, computers, terminals, and specialized library equipment.
- Communicate effectively orally and in writing; prepare and present clear oral and written reports.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Assist customers in the location and use of both print and electronic library resources.
- Conduct library educational programs and activities.
- Read written and numerical material rapidly and accurately.

- Maintain physical upkeep of the library.
- Lift 20-40 pounds (as required of some positions).

**Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of an Associate's Degree (60 semester or 90 quarter units) from an accredited college or university with major course work in Library Technology, Social Sciences, Humanities, or Liberal Arts.

**AND**

Experience: One year of increasingly responsible library clerical experience equivalent to library Assistant at the City of Riverside.

Note: The following combinations are acceptable which equal a combined total of three years of experience and/or education:

- Option 1: One year of college and two years of qualifying experience
- Option 2: Two years of college and one year of qualifying experience
- Option 3: Three years of college and no qualifying experience
- Option 4: Equivalent to high school graduation and three years of qualifying experience

**MEDICAL CATEGORY:** Group 1

**NECESSARY SPECIAL REQUIREMENT**

Must be able to work part-time or irregular schedules including evenings and weekends.

Possession of, or ability to obtain, a valid Class "C" California Motor Vehicle Operator's License, which may be required at time of appointment.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Library Technician

**TO:** Library Associate